

STAFF REPORT

Meeting Date: May 15, 2002

TO: LAFCO Commissioners
FROM: Everett Millais, Executive Officer
SUBJECT: Service Review & Sphere of Influence Update Work Plan

RECOMMENDATION:

Approve the Service Review & Sphere of Influence Update Work Plan: 2002-2005

DISCUSSION:

Since January the Commission has discussed at each of its meetings how best to meet the mandates in Government Code §56425(f) and §56430 relating to municipal service reviews and sphere of influence updates. During these discussions the Commission focused on a list of services to be reviewed, indicated that the top priority services for review are water and wastewater services, preliminarily reviewed a draft, three phase work plan and, as a part of the Proposed Budget for FY 2002-03, budgeted funds for professional services to hire consultants for the Phase 1 service review and sphere of influence update tasks relating to cities and districts that provide water and/or wastewater services.

Prior to the Commission's April meeting a draft Service Review & Sphere of Influence Work Plan was sent to all the cities and special districts for review and comment. The cover page outlines the basic concepts of the Work Plan. As of May 7, 2002, no comments have been received. Thus, the recommended Service Review & Sphere of Influence Update Work Plan is the same as the draft plan preliminarily reviewed by the Commission in April.

COMMISSIONERS AND STAFF

COUNTY Steve Bennett, Chair Kathy Long <i>Alternate:</i> Judy Mikels	CITY Linda Parks John Zaragoza <i>Alternate:</i> Evaristo Barajas	SPECIAL DISTRICT Jack Curtis John Rush <i>Alternate:</i> Dick Richardson	PUBLIC Louis Cunningham, Vice Chair <i>Alternate:</i> Kenneth M. Hess
EXECUTIVE OFFICER Everett Millais	PLANNER III Hollie Brunsky	CLERK Debbie Schubert	LEGAL COUNSEL Noel Klebaum

Once the Work Plan is approved, the next step will be for staff to prepare a Request for Proposals (RFP) for consultant services for action by the Commission. It is anticipated that any such RFP will include a draft scope of services. In preparing these materials for Commission action, probably in July, staff intends to form an ad hoc group of 4 to 6 special district managers and city public works officials responsible for major water and/or wastewater services. It is expected that this group will assist in the preparation of a RFP and scope of services and, following distribution of the RFP, assist staff in reviewing consultant proposals, interviewing consultants and making a consultant hiring recommendation to the Commission in September or October.

The recommended Work Plan should be considered as the overall goal for the Ventura LAFCO service review and sphere of influence update process. As such, it should be used as a benchmark for measuring progress, but it should not be considered as sacrosanct. Like any Work Plan, it should be periodically reviewed, at least once a year in conjunction with the budget process, and adjusted as necessary to meet changing conditions or circumstances.

To a great extent completion of the Work Plan will be based on staff capacities. Even though consultants are proposed for most of the Phase 1 work during the next 1½ years (all except for the service reviews and sphere updates relating to the City of Fillmore and the Fillmore-Piru Memorial District), overseeing consultant contracts and reviewing consultant work will still require substantial staff involvement. If application volume and/or the complexity of applications filed increases during the next few years, staff's capacity to devote time to the service review and sphere of influence update process will be impacted. This is another reason why the Work Plan should be periodically reviewed and modified as necessary over time.

Attachments:

1. Government Code sections relating to service reviews and sphere of influence updates
2. Service Review & Sphere of Influence Update Work Plan

VENTURA LAFCO

SERVICE REVIEW & SPHERE OF INFLUENCE UPDATE WORK PLAN: 2002 - 2005

Work Plan Concepts

- Sphere of influence boundaries will increasingly represent the separation of areas that can be developed through the logical extension of municipal services from areas that should be protected for continued agriculture or open space use.
- Water (non-agricultural) and wastewater services are core municipal services. Their availability is necessary for growth.
- Of the existing 10 cities and 50 special districts with sphere of influence boundaries, 38 provide some form of water and/or wastewater service, either directly or via contract, franchise or joint powers agreements.
- There is more overlap in the spheres of influence of water and wastewater service providers than any of the other categories of municipal services.
- A Countywide review of water and wastewater services should be the focus and first priority of the municipal service review and sphere of influence update process. Service reviews for all other categories of service should be conducted on a jurisdictional basis, where appropriate, combining the service reviews of jurisdictions providing similar and/or integrated services.
- In order to complete all required service reviews and sphere of influence updates by January 1, 2006, spread expenses and best utilize staff resources, the service review and sphere of influence update process should be conducted in three overlapping phases.
- Phase 1 of the process should start during the 3rd quarter of 2002 and be complete by the end of 2003.

- Phase 1 should include the Countywide water and wastewater service review, completion of the sphere of influence updates for those jurisdictions that only provide some form of water and/or wastewater service, and completion of all service reviews and sphere of influence updates for jurisdictions with a strong motivation to have their sphere of influence updated.
- Phase 2 should start by the 3rd quarter of 2003 and be complete by the end of 2004. Phase 2 should complete the service reviews and sphere of influence updates for all districts and County Service Areas, except cemetery, health care and harbor/port districts.
- Phase 3 should start by the 1st quarter of 2004 and be complete by the end of 2005. Phase 3 should complete the service review and sphere of influence updates for all the cities and for the cemetery, health care and harbor/port districts.
- Public participation in the service review and sphere of influence process should be encouraged.
- Qualified consultants should be utilized for the Countywide water and wastewater service review in Phase 1. Consultants should be used as deemed necessary for service reviews in Phases 2 and 3, and for environmental services. Selection of consultants for service reviews should include representatives from the administration of the jurisdictions affected.
- No service review or sphere of influence update is necessary for the Ahmanson Ranch Community Services District. While formed, the District is not functional and has no revenues.

Phase 1 – Water & Wastewater Services; City of Fillmore; Fillmore-Piru Memorial District

Jurisdiction	Services Reviewed	Start Service Review (on/before)	Completion of SOI Update (on/before)	Comments
Calleguas Municipal Water District	All (Water)	3 rd quarter 2002	4 th quarter 2003	LAFCO priority
Camarillo Sanitary District	All (Water)	3 rd quarter 2002	4 th quarter 2003	LAFCO priority
Camrosa Water District	All (Water & Wastewater)	3 rd quarter 2002	4 th quarter 2003	LAFCO priority
Casitas Municipal Water District	Water & Wastewater	3 rd quarter 2002	4 th quarter 2004	Additional service review necessary: Recreation Services
Channel Islands Beach Community Services District	Water & Wastewater	3 rd quarter 2002	4 th quarter 2004	Additional service review necessary: Solid Waste Services
City of Camarillo	Water	3 rd quarter 2002	4 th quarter 2005	Additional service reviews necessary: Drainage, Police, Solid Waste and Street & Highway Services
City of Fillmore	All (Drainage, Fire, Police; Recreation, Solid Waste, Street & Highway, Water, Wastewater)	3 rd quarter 2002	4 th quarter 2003	Significant sphere of influence issues; strong City interest; completing General Plan update; Combine with Fillmore-Piru Memorial District
City of Ojai	Water	3 rd quarter 2002	4 th quarter 2005	Additional service reviews necessary: Cemetery, Drainage, Recreation Police, Solid Waste and Street & Highway Services
City of Oxnard	Water & Wastewater	3 rd quarter 2002	4 th quarter 2005	Additional service reviews necessary: Drainage, Fire, Police, Recreation, Solid Waste & Street and Highway Services

Jurisdiction	Services Reviewed	Start Service Review (on/before)	Completion of SOI Update (on/before)	Comments
City of Port Hueneme	Water & Wastewater	3 rd quarter 2002	4 th quarter 2005	Additional service reviews necessary: Drainage, Police, Recreation, Solid Waste and Street & Highway Services
City of San Buenaventura	Water & Wastewater	3 rd quarter 2002	4 th quarter 2005	Additional service reviews necessary: Drainage, Fire Police, Recreation Services, Solid Waste and Street & Highway Services
City of Santa Paula	Water & Wastewater	3 rd quarter 2002	4 th quarter 2005	Additional service reviews necessary: Drainage, Police, Recreation, Solid Waste and Street & Highway Services
City of Simi Valley	Water & Wastewater	3 rd quarter 2002	4 th quarter 2005	Additional service reviews necessary: Drainage, Police, Solid Waste and Street & Highway Services
City of Thousand Oaks	Water & Wastewater	3 rd quarter 2002	4 th quarter 2005	Additional service reviews necessary: Drainage, Police, Solid Waste and Street & Highway Services
Fillmore-Piru Memorial District	All (Veteran Memorial Hall Services)	3 rd quarter 2002	4 th quarter 2003	Logical to combine with all services review for the City of Fillmore
Fox Canyon Groundwater Management Agency	All (Water)	3 rd quarter 2002	4 th quarter 2003	LAFCO priority
Hidden Valley Municipal Water District	All (no services provided currently, but potential Water services)	3 rd quarter 2002	4 th quarter 2003	LAFCO priority
Lake Sherwood Community Services District	All (Water)	3 rd quarter 2002	4 th quarter 2003	LAFCO priority
Meiners Oaks County Water District	All (Water)	3 rd quarter 2002	4 th quarter 2003	LAFCO priority
Montalvo Municipal Improvement District	All (Wastewater)	3 rd quarter 2002	4 th quarter 2003	LAFCO priority

Jurisdiction	Services Reviewed	Start Service Review (on/before)	Completion of SOI Update (on/before)	Comments
Ocean View Municipal Water District	All (Water)	3 rd quarter 2002	4 th quarter 2003	LAFCO priority
Ojai Basin Groundwater Management Agency	All (Water)	3 rd quarter 2002	4 th quarter 2003	LAFCO priority
Ojai Valley Sanitary District	All (Wastewater)	3 rd quarter 2002	4 th quarter 2003	LAFCO priority
Ojai Water Conservation District	All (Water)	3 rd quarter 2002	4 th quarter 2003	LAFCO priority
Pleasant Valley County Water District	All (Water)	3 rd quarter 2002	4 th quarter 2003	LAFCO priority
Russell Valley Municipal Water District	All (Water)	3 rd quarter 2002	4 th quarter 2003	LAFCO priority; may not be necessary if District consolidates with Calleguas Municipal Water District
Saticoy Sanitary District	All (Wastewater)	3 rd quarter 2002	4 th quarter 2003	LAFCO priority
Triunfo Sanitation District	All (Water & Wastewater)	3 rd quarter 2002	4 th quarter 2003	LAFCO priority
United Water Conservation District	Water	3 rd quarter 2002	4 th quarter 2004	Additional service review necessary: Recreation Services
Ventura County Resource Conservation District	All (Water)	3 rd quarter 2002	4 th quarter 2003	LAFCO priority
Ventura County Service Area No. 29	All (Wastewater)	3 rd quarter 2002	4 th quarter 2003	LAFCO priority
Ventura County Service Area No 30	All (Wastewater)	3 rd quarter 2002	4 th quarter 2003	LAFCO priority
Ventura County Service Area No. 32	All (Wastewater)	3 rd quarter 2002	4 th quarter 2003	LAFCO priority

Jurisdiction	Services Reviewed	Start Service Review (on/before)	Completion of SOI Update (on/before)	Comments
Ventura County Waterworks District No. 1	All (Water & Wastewater)	3 rd quarter 2002	4 th quarter 2003	LAFCO priority
Ventura County Waterworks District No. 8	All (Water)	3 rd quarter 2002	4 th quarter 2003	LAFCO priority
Ventura County Waterworks District No. 16	All (Wastewater)	3 rd quarter 2002	4 th quarter 2003	LAFCO priority
Ventura County Waterworks District No. 17	All (Water)	3 rd quarter 2002	4 th quarter 2003	LAFCO priority
Ventura County Waterworks District No. 19	All (Water)	3 rd quarter 2002	4 th quarter 2003	LAFCO priority
Ventura Regional Sanitation District	Water & Wastewater	3 rd quarter 2002	4 th quarter 2004	Additional service review necessary: Solid Waste Services
Ventura River County Water District	All (Water)	3 rd quarter 2002	4 th quarter 2003	LAFCO priority

**Phase 2 – Complete all service reviews and sphere of influence updates for all districts
(except cemetery, health care and harbor/port districts)**

Jurisdiction	Services Reviewed	Start Service Review (on/before)	Completion of SOI Update (on/before)	Comments
Bell Canyon Community Services District	All (Fire, Police, Solid Waste)	3 rd quarter 2003	4 th quarter 2004	Separate review; a unique district
Casitas Municipal Water District	Recreation	3 rd quarter 2002	4 th quarter 2004	Include prior Water and Wastewater service review determinations
Channel Islands Beach Community Services District	Solid Waste	3 rd quarter 2002	4 th quarter 2004	Include prior Water and Wastewater service review determinations
Conejo Recreation and Park District	All (Health, Police, Recreation)	3 rd quarter 2003	4 th quarter 2004	Combine review with Pleasant Valley and Rancho Simi Recreation and Park Districts and Ventura County Service Area No. 33
Oxnard Drainage District No. 1	All (Drainage)	3 rd quarter 2003	4 th quarter 2004	Combine review with Oxnard Drainage District No. 2
Oxnard Drainage District No. 2	All (Drainage)	3 rd quarter 2003	4 th quarter 2004	Combine review with Oxnard Drainage District No. 1
Pleasant Valley Recreation and Park District	All (Police, Recreation)	3 rd quarter 2003	4 th quarter 2004	Combine review with Conejo and Rancho Simi Recreation and Park Districts and Ventura County Service Area No. 33
Rancho Simi Recreation and Park District	All (Police, Recreation)	3 rd quarter 2003	4 th quarter 2004	Combine review with Conejo and Pleasant Valley Recreation and Park Districts and Ventura County Service Area No. 33
United Water Conservation District	Recreation	3 rd quarter 2002	4 th quarter 2004	Include prior Water service review determinations
Ventura County Fire Protection District	All (Fire)	3 rd quarter 2003	4 th quarter 2004	Separate review; a unique district

Jurisdiction	Services Reviewed	Start Service Review (on/before)	Completion of SOI Update (on/before)	Comments
Ventura County Flood Control District	All (Drainage)	3 rd quarter 2003	4 th quarter 2004	Separate review; a unique district
Ventura County Service Area No. 3	All (Street & Highway)	3 rd quarter 2003	4 th quarter 2004	Combine review with Ventura County Service Areas No. 4 and No. 14
Ventura County Service Area No. 4	All (Police, Street & Highway)	3 rd quarter 2003	4 th quarter 2004	Combine review with Ventura County Service Areas No. 3 and No. 14
Ventura County Service Area No. 14	All (Street & Highway)	3 rd quarter 2003	4 th quarter 2004	Combine review with Ventura County Service Areas No. 3 and No. 4
Ventura County Service Area No. 33	All (Police, Recreation)	3 rd quarter 2003	4 th quarter 2004	Combine review with Conejo, Pleasant Valley and Rancho Simi Recreation and Park Districts
Ventura Regional Sanitation District	Solid Waste	3 rd quarter 2002	4 th quarter 2004	Include prior Water and Wastewater determinations

Phase 3 – Complete all service reviews and sphere of influence updates for all cities, and cemetery, health care and harbor/port districts

Jurisdiction	Services Reviewed	Start Service Review (on/before)	Completion of SOI Update (on/before)	Comments
Bardsdale Cemetery District	All (Cemetery)	1 st quarter 2004	4 th quarter 2005	Combine review with El Rancho Simi and Piru Public Cemetery Districts
Camarillo Health Care District	All (Health)	1 st quarter 2004	4 th quarter 2005	Separate review; a unique district
City of Camarillo	Drainage, Police, Recreation, Solid Waste and Street & Highway	1 st quarter 2004	4 th quarter 2005	Include prior Water service review determinations
City of Moorpark	Drainage, Police, Recreation, Solid Waste and Street & Highway	1 st quarter 2004	4 th quarter 2005	Separate review, no prior service determinations
City of Ojai	Cemetery, Drainage, Police, Recreation, Solid Waste and Street & Highway	1 st quarter 2004	4 th quarter 2005	Include prior Water service review determinations
City of Oxnard	Drainage, Fire, Police, Recreation, Solid Waste and Street & Highway	1 st quarter 2004	4 th quarter 2005	Include prior Water and Wastewater service review determinations
City of Port Hueneme	Drainage, Police, Recreation, Solid Waste and Street & Highway	1 st quarter 2004	4 th quarter 2005	Include prior Water and Wastewater service review determinations
City of San Buenaventura	Drainage, Fire, Police, Recreation, Solid Waste and Street & Highway	1 st quarter 2004	4 th quarter 2005	Include prior Water and Wastewater service review determinations. Possibility of combining portions with amendments to City General Plan

Jurisdiction	Services Reviewed	Start Service Review (on/before)	Completion of SOI Update (on/before)	Comments
City of Santa Paula	Drainage, Fire, Police, Recreation, Solid Waste and Street & Highway	1 st quarter 2004	4 th quarter 2005	Include prior Water and Wastewater service review determinations
City of Simi Valley	Drainage, Police, Solid Waste and Street & Highway	1 st quarter 2004	4 th quarter 2005	Include prior Water and Wastewater service review determinations
City of Thousand Oaks	Drainage, Police, Recreation, Solid Waste and Street & Highway	1 st quarter 2004	4 th quarter 2005	Include prior Water and Wastewater service review determinations
El Rancho Simi Cemetery District	All (Cemetery)	1 st quarter 2004	4 th quarter 2005	Combine review with Bardsdale and Piru Public Cemetery Districts
Oxnard Harbor District	All (Harbor and Port)	1 st quarter 2004	4 th quarter 2005	Separate review; a unique district
Piru Public Cemetery District	All (Cemetery)	1 st quarter 2004	4 th quarter 2005	Combine review with Bardsdale and El Rancho Simi Cemetery Districts
Ventura Port District	All (Harbor and Port)	1 st quarter 2004	4 th quarter 2005	Recently reviewed by City of Ventura for possible merger.

VENTURA LAFCO
DRAFT COMPLETION YEAR FOR SERVICE REVIEWS & SPHERE OF INFLUENCE UPDATES
2002-2005

2003

1. Calleguas Municipal Water District
2. Camarillo Sanitary District
3. Camrosa Water District
4. City of Fillmore
5. Fillmore-Piru Memorial District
6. Fox Canyon Groundwater Management Agency
7. Hidden Valley Municipal Water District
8. Lake Sherwood Community Services District
9. Meiners Oaks County Water District
10. Montalvo Municipal Improvement District
11. Ocean View Municipal Water District
12. Ojai Basin Groundwater Management Agency
13. Ojai Valley Sanitary District
14. Ojai Water Conservation District
15. Pleasant Valley County Water District
16. Russell Valley Municipal Water District
17. Saticoy Sanitary District
18. Triunfo Sanitation District
19. Ventura County Resource Conservation District
20. Ventura County Service Area No. 29
21. Ventura County Service Area No. 30
22. Ventura County Service Area No. 32
23. Ventura County Waterworks District No. 1
24. Ventura County Waterworks District No. 8
25. Ventura County Waterworks District No. 16
26. Ventura County Waterworks District No. 17
27. Ventura County Waterworks District No. 19
28. Ventura River County Water District

2004

1. Bell Canyon Community Services District
2. Casitas Municipal Water District
3. Channel Islands Beach Community Services District
4. Conejo Recreation and Park District
5. Oxnard Drainage District No. 1
6. Oxnard Drainage District No. 2
7. Pleasant Valley Recreation and Park District
8. Rancho Simi Recreation and Park District
9. United Water Conservation District
10. Ventura County Fire Protection District
11. Ventura County Flood Control District
12. Ventura County Service Area No. 3
13. Ventura County Service Area No. 4
14. Ventura County Service Area No. 14
15. Ventura County Service Area No. 33
16. Ventura Regional Sanitation District

2005

1. Bardsdale Cemetery District
2. Camarillo Health Care District
3. City of Camarillo
4. City of Moorpark
5. City of Ojai
6. City of Oxnard
7. City of Port Hueneme
8. City of San Buenaventura
9. City of Santa Paula
10. City of Simi Valley
11. City of Thousand Oaks
12. El Rancho Simi Cemetery District
13. Oxnard Harbor District
14. Piru Public Cemetery District
15. Ventura Port District